

# Retention and Classification Report

**Agency:** Davis County (Utah). County Surveyor (266)

Davis Co. Administration Building  
61 South Main Street, P.O. Box 618  
Farmington, UT 84025

**Records Officer** Yvonne Christensen

11686	Address maps
11693	Field books
11696	Local tie sheets
11697	Minor subdivision maps
11702	Plat maps indexes
11705	Recorded surveys
11711	Topographical maps
11712	Township plat maps
11713	Working papers

**AGENCY:** Davis County (Utah). County Surveyor

**SERIES:** 11686

3

**TITLE:** Address maps

**DATES:** undated

**ARRANGEMENT:** None

**DESCRIPTION:**

These official maps document all addresses within the county. They include the township, range, section, towns, streets, roads, and actual addresses. These maps are updated with new streets, roads, and addresses added. New maps are only created when additions make existing maps too cumbersome to use. In some counties each incorporated city or town is responsible for maintaining their own addressing system.

**RETENTION:**

Retain Until superseded

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 17, Item 1.

**AUTHORIZED:** 01/15/1993

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until superseded and then destroy.

**APPRAISAL:**

**AGENCY:** Davis County (Utah). County Surveyor

**SERIES:** 11686

**TITLE:** Address maps

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Davis County (Utah). County Surveyor

**SERIES:** 11693

3

**TITLE:** Field books

**DATES:** undated

**ARRANGEMENT:** None

**DESCRIPTION:**

These books contain the original survey notes and measurements by surveyors. They are used to create maps and diagrams for specific projects and to update reference sheets. They include township, section, range, survey measurements, elevations, and grade with some sketches of area and notes regarding the project.

**RETENTION:**

Retain permanent.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 17, Item 5.

**AUTHORIZED:** //

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Digital image: Retain in Office permanently.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office permanently.

**APPRAISAL:**

**AGENCY:** Davis County (Utah). County Surveyor

**SERIES:** 11693

**TITLE:** Field books

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Davis County (Utah). County Surveyor

**SERIES:** 11696

3

**TITLE:** Local tie sheets

**DATES:** undated

**ARRANGEMENT:** None

**DESCRIPTION:**

These sheets document the permanent corner locations of each section or quarter section. Since all surveys are tied to these corners it is critical that they can be perpetually located. The county surveyor is required to "to establish all corners of government surveys and reestablish all corners of government surveys where corners have been destroyed" (UCA 17-23-1(1)(4) (1995). These drawings include township, section, range, monuments, corners, survey measurements, and markers (e.g., manhole covers, telephone poles, walls) and survey or replacement date to allow for accurate location of corner. These sheets are updated as new information is collected. They may also be called reference sheets.

**RETENTION:**

Retain until updated or superseded.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 17, Item 6.

**AUTHORIZED:** //

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until updated or superseded and then destroy.

Computer data files: Retain in Office until superseded or obsolete and then delete.

**AGENCY:** Davis County (Utah). County Surveyor

**SERIES:** 11696

**TITLE:** Local tie sheets

(continued)

**APPRAISAL:**

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Davis County (Utah). County Surveyor

**SERIES:** 11697

3

**TITLE:** Minor subdivision maps

**DATES:** undated

**ARRANGEMENT:** None

**DESCRIPTION:**

These are maps of subdivisions which contain nine lots or less. "Subdivisions of less than ten lots, may be sold by metes and bounds" (UCA 17-27-806 (1995)). These maps are not recordable with the county recorder, but may be filed with the county surveyor. These maps include township, section, range, lot boundaries, and surveyor's certificate attesting to the accuracy to all measurements.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 17, Item 7.

**AUTHORIZED:** //

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

Computer data files: Retain in Office permanently.

**APPRAISAL:**



**AGENCY:** Davis County (Utah). County Surveyor

**SERIES:** 11697

**TITLE:** Minor subdivision maps

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Davis County (Utah). County Surveyor

**SERIES:** 11702

3

**TITLE:** Plat maps indexes

**DATES:** undated

**ARRANGEMENT:** None

**DESCRIPTION:**

These are plat maps used as an index to illustrate the location of recorded surveys. They show locations of recorded surveys with the entry number of the recorded survey.

**RETENTION:**

Retain until updated.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 17, Item 8.

**AUTHORIZED:** //

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until updated and then destroy.

Computer data files: Retain in Office until updated and then delete.

**APPRAISAL:**

**AGENCY:** Davis County (Utah). County Surveyor

**SERIES:** 11702

**TITLE:** Plat maps indexes

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Davis County (Utah). County Surveyor

**SERIES:** 11705

3

**TITLE:** Recorded surveys

**DATES:** undated

**ARRANGEMENT:** None

**DESCRIPTION:**

These are surveys by professional land surveyors (private, county, state) made within the county that establish or reestablish any private property, right-of-ways and subdivision plats are also to be included as survey plats when there is a surveyor's certificate involved, and boundary monument. The surveyor is required to file a map of the survey within ninety days. The survey maps are required to show the following information: survey location by quarter section, township and range; the survey date; the drawing scale and north point; "the distance and course of all lines traced or established, giving the basis of bearing and the distance and course to a section corner or quarter corner, including township and range, or identified monument within a recorded subdivision; all measured bearings, angles, and distances separately indicated from those of record; a written boundary description of property surveyed; all monuments surveyed; all monuments set and their relation to older monuments found; a detailed description of monuments found and monuments set, indicated separately; the surveyor's signature, seal or stamp; and the surveyor's name and address." The map is also required to contain written narratives that explain and identify the purpose of the survey; the basis on which the lines were established; and the found monuments and deed elements that controlled the established or reestablished lines (UCA 17-23-17(2) (1995)). The map and narrative are required to be created on a "material of a permanent nature on stable base reproducible materials in the sizes required by the county surveyor (UCA 17-23-17(4) (1995)).

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 17, Item 9.

**AGENCY:** Davis County (Utah). County Surveyor

**SERIES:** 11705

**TITLE:** Recorded surveys

(continued)

**AUTHORIZED:** //

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

Computer data files: Retain in Office permanently.

**APPRAISAL:**

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Davis County (Utah). County Surveyor

**SERIES:** 11711

3

**TITLE:** Topographical maps

**DATES:** 1984-

**ARRANGEMENT:** None

**DESCRIPTION:**

These are contour maps which illustrate natural features of the land. They are usually produced by other agencies, but are retained by the county surveyor for reference purposes. They include township, sections, range, elevations, rivers, lakes, and mountains, etc.

**RETENTION:**

Retain until updated.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 17, Item 12.

**AUTHORIZED:** //

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until updated and then destroy.

**APPRAISAL:**

**AGENCY:** Davis County (Utah). County Surveyor

**SERIES:** 11711

**TITLE:** Topographical maps

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Davis County (Utah). County Surveyor

**SERIES:** 11712

3

**TITLE:** Township plat maps

**DATES:** undated

**ARRANGEMENT:** None

**DESCRIPTION:**

These township plat maps are used to identify specific locations. They include township, section, range, elevation, monument, coordinates, section corners, surveyor's signature and date. In some counties they are recorded with the county recorder and therefore also include date recorded, seal, and recorder's signature.

**RETENTION:**

Retain until updated or superseded.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 17, Item 13.

**AUTHORIZED:** //

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Maps: Retain in Office until updated or superseded and then destroy.

**APPRAISAL:**



**AGENCY:** Davis County (Utah). County Surveyor

**SERIES:** 11712

**TITLE:** Township plat maps

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Davis County (Utah). County Surveyor

**SERIES:** 11713

3

**TITLE:** Working papers

**DATES:** undated

**ARRANGEMENT:** None

**DESCRIPTION:**

These are project background records, such as studies, analyses, notes, drafts, and interim reports.

**RETENTION:**

Retain 5 years after project completion.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 1, Item 30.

**AUTHORIZED:** //

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years after project completion and then destroy.

**APPRAISAL:**

**PRIMARY CLASSIFICATION:**

Public